

CITY OF RIVERSIDE

9570
9571(NC)

02/03/98

HUMAN RESOURCES DEPARTMENT CLASSIFICATION SPECIFICATION

**TITLE: ADMINISTRATIVE SERVICES MANAGER
ADMINISTRATIVE SERVICES MANAGER (NON-CLASSIFIED) ***

DEFINITION

Under management direction, to manage and coordinate diverse and complex administrative services for a department; to plan, organize, and direct budgetary, fiscal, personnel/payroll, and departmental computer operations; to coordinate and conduct various analytical studies; to develop, establish and implement policies and procedures; to formulate programs and projects; to act for the department head as authorized; and to perform other related duties as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS

This management classification works under the direction of a City Department Head. The Administrative Services Manager class is distinguished from the Senior Administrative Analyst classification by the difficulty and complexity of duties, the supervision of professional staff, the managerial responsibility for an administrative services division, and the breadth of responsibility for administrative and personnel/payroll activities. This class is characterized by the responsibility to develop, manage, and coordinate the policies, programs, and financial operations of a complex organization. Incumbents exercise decision-making authority. Direct supervision is exercised over professional, technical and/or clerical staff. An incumbent may represent the Department Head before the City Council, City Manager, community groups, other City staff, and the public.

REPORTS TO: Department Head

SUPERVISION RECEIVED AND EXERCISED

Receives management direction from assigned Department Head. Exercises supervision over professional, para-professional, technical, and clerical staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist the department director in establishing and implementing organizational policies and procedures for department operations; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.
- Direct and coordinate the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements and computer operations.
- Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determines actions appropriate for improvements; advise department director on findings and methods of effective solution; prepare written reports and make presentations to various City groups and officials.
- Prepare or supervise the preparation of the departmental budget; review, analyze, and compile budgets of various programs or divisions; explain needs and provide justifications for items; review and decide on expenditure requests and budget variances.

- Oversee the departmental computer operations; assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation, and computer operation and maintenance.
- Prepare or supervise the preparation of and review grant proposals for various programs and projects of the department; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.
- Manage and direct personnel actions; define and resolve complex work problems; establish work standards and operational objectives in assigned area of responsibility.
- Coordinate all audits related to departmental or program operation and services; explain procedures to auditors and serves as reference for questions.
- Review, interpret, and analyze new and proposed legislation; determine effect of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation on own initiative or upon request.
- Provide technical administrative support to City or departmental management, committees, or other personnel as assigned.
- Participate in the selection of professional, para-professional, technical, and clerical personnel; establish work standards; supervise, train, and evaluate personnel.
- Meet with other City departments, agencies, and committees, community groups and public officials to coordinate and implement various projects and programs.
- May represent the Department Head in administrative services matters in the Department Head's absence.

QUALIFICATIONS

Knowledge of:

- Federal, state, and local government organization.
- Applicable federal, state, and local laws, rules, and policies regarding local government operations.
- Principles of management, administration, and budgetary systems and procedures.
- Principles of supervision.
- Research methods and techniques, statistical and work measurements, and standards development and implementation, and report presentation.
- Personal computer operation and applications including word processing, database, and spread sheet.

Ability to:

- Analyze and supervise the systematic compilation of technical and statistical data and prepare complex reports.
- Plan, organize, supervise, and evaluate the work of professional, technical, and clerical personnel.
- Properly interpret and make decisions in accordance with laws, rules, and policies.
- Supervise and conduct analytical studies and prepare analytical reports of both policy and administrative matters.
- Analyze organizational and administrative problems; recommend and adopt an effective course of action.
- Present ideas, concepts and recommendations clearly and concisely in oral, written, and chart form.

- _ Establish and maintain effective and cooperative working relationships with staff, City officials, and representatives of other governmental agencies, community leaders and the general public.
- _ Coordinate activities with other divisions and City departments.
- _ Operate personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field.

Experience: At least five years of professional administrative experience. A master's degree may substitute for one year of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Administrative Services Manager

TO: Department Head